

PERFORMANCE RECOGNITION PROGRAM

KEY DATES FOR 2008

February 21	2008 PRP kick-off announcement sent via e-mail to Cabinet Secretaries, Department Heads and Human Resources Directors.
March 6	Informational meeting for all PRP Coordinators. McCormack Building, One Ashburton Place, 10 th Floor, Video Conference Room, 10 a.m. – 11 a.m.
March 6	<p>Agency identifies 2008 Agency PRP Coordinator (Form #1) who will oversee the agency nomination process. Each agency <u>must</u> return a completed Form #1 to HRD.</p> <p>Each agency determines who from the agency will be part of the Agency Selection Committee. The selection committee is responsible for reviewing all nominations within its agency. A description of the selection process and the names and titles of selection committee members should be recorded utilizing form #2 and kept on file at the agency (HRD does not need a copy of this form).</p>
March 6- May 16	Nomination Period
May 16	All nominations for the Commonwealth Citation for Outstanding Performance (Form #3) are submitted to the agency coordinator. The coordinator gives all nominations to the agency's Selection Committee to review.
May 16- June 6	<p>Recipients of the Citation for Outstanding Performance are selected by agency selection committee.</p> <p>Agency nominee for Manuel Carballo Governor's Award is selected by agency selection committee (nomination papers must be completed following criteria defined on the form provided).</p>
June 20	<p>Agency coordinator submits the following to HRD:</p> <ul style="list-style-type: none">• Names of agency's recipients of the Commonwealth Citation for Outstanding Performance with identifying information on each. (Form #3)• Completed nomination form of agency's nominee for the Carballo Governor's Award with identifying information, current resume, and explanation of the individual's or group's accomplishments. (Form #4)• Completed nomination form of agency's nominee for the Eugene H. Rooney, Jr. Public Service Award. (Form #5)
September 2008	The recipients of the Manuel Carballo Governor's Award for Excellence in Public Service and Eugene H. Rooney, Jr. Public Service Award are announced.
October 3	Citations for Outstanding Performance are distributed to agency PRP coordinators who are responsible for obtaining agency head signature on each citation.
October 24	Agencies return signed citations to HRD.
October 31	Agencies submit list of those who will attend award ceremony to HRD.
November 21	2008 Performance Recognition Program awards ceremony and luncheon at the Sheraton Boston for recipients of the Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award and the Commonwealth Citation for Outstanding Performance.